

<b>Inappropriate Documentation</b>	
<b>Blue Section</b>	
<b>COERs</b>	COERs and rebuttals that have not been sent to the proper reviewing chain. Any evaluations that are not the PHS Commissioned Corps form. Letters for promotion-by-own-right.
<b>Green Section</b>	
<b>Licensure/Credentials</b>	Professional membership that are not certifying credentials. Submit to PHS Support. CPR or BLS or First Responder forms. Should be submitted to Continuing Education
<b>Awards - PHS</b>	Any award documentation that is not a PHS Commissioned Corps award.
<b>Awards - Non-PHS</b>	Any awards not authorized by the Awards Coordinator. Submit to PHS Support.
<b>Continuing Education</b>	350's if a certificate of completion is available. Any training done prior to an officer's call to active duty unless it is required by the qualifying degree or is an internship/residency/fellowship. Such training will be placed in the transcripts part of the pink section or behind the Creditable Service calculation sheet. No training older than 7 years will be accepted if the officer has been on active duty during that time.
<b>Special Skills</b>	CPR certificates, listings of skills
<b>Outside Activities</b>	Any HHS 520 or 521 not properly submitted to officer's superiors for authorization.
<b>PHS Support</b>	Non-substantial thank you notes or emails. Non-substantial would be any notes that do not present details as to why the officer is being thanked. No support documents older than 7 years if the officer has been on active duty and no documentation prior to an officer's entry onto active duty will be included.
<b>Yellow Section</b>	
<b>All Sections</b>	No documentation will be accepted directly from the officer.
<b>Pink Section</b>	
<b>Personnel Orders</b>	No documentation will be accepted directly from the officer.
<b>Clearance Section</b>	No documentation will be accepted directly from the officer.

Inappropriate Documentation	
Blue Section	
Application Section	Additional documentation that is not a completed degree, transcript or diploma or internship/residency/fellowship certificates already on file.
Beige Section	
All sections	No documentation will be accepted directly from the officer.